

Job Shadowing Initial Phone Call

Student Name:

Business:

Contact Person:

Phone:

City:

- Introduction – Hello. My name is _____ and I am calling about the job shadowing opportunity scheduled with you for Friday, May 8th. First, let me thank you for taking the time out of your busy schedule to work with me. My teacher, Mrs. Strenge, contacted you earlier and said I would be calling you to set up plans for that day. Do you have time to do this now, or should I call back at a better time?

• Correct Spelling of Name: _____

• Arrival Time: _____

• End of Shift: _____

• Directions: _____

• Parking: _____

• Outfit: _____

• Lunch Plans: _____

• Contact Number: _____

• Email Address: _____

• Mailing Address: _____

• Fax Number: _____

• Anything else I need to be aware of:

- Do you have any questions for me?
- Thank you, again, for allowing me this opportunity. I look forward to working with you. Have a nice day. Goodbye.

SPEAK CLEARLY & ENUNCIATE. DO NOT MUMBLE!
IF YOU DIDN'T HEAR SOMETHING THE PERSON SAID, SAY,
"Would you please repeat that?"

Job Shadowing Initial Phone Call

Student Name: _____
Business: OSPTI
Contact Person: Tony Eggiman or Lori
Phone: 218-641-7725
City: Breckenridge

- Introduction – Hello. My name is _____ and I am calling about the job shadowing opportunity scheduled with you for Wednesday, April 9th. First, let me thank you for taking the time out of your busy schedule to work with me. My teacher, Mrs. Strenge, contacted you earlier and said I would be calling you to set up plans for that day. Do you have time to do this now, or should I call back at a better time?

- Correct Spelling of Name: _____
- Arrival Time: _____
- End of Shift: _____
- Directions: _____
- Parking: _____
- Outfit: _____
- Lunch Plans: _____
- Contact Number: _____
- Email Address: _____
- Mailing Address: _____
- Fax Number: _____
- Anything else I need to be aware of:

- Do you have any questions for me?
- Thank you, again, for allowing me this opportunity. I look forward to working with you. Have a nice day. Goodbye.

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